

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 16 JAN 1958

FROM : Chief, Management Staff

SUBJECT: Records of Overseas Duty

1. Your memorandum of 29 November 1957, supplemented by oral discussions with DD/Pers/PD, requested this staff to investigate and recommend procedures for compiling records showing the periods of overseas duty, both PCS and TDY, of all (except contract) individuals employed by this Agency since 18 September 1957, as follows:

- a. Duty performed prior to a given (current) date.
- b. Duty (to be) performed from such date.

2. A study has been made of both aspects of this problem and our findings are as follows:

a. Historical Data It is practically impossible to assemble the desired historical data from present official sources even to the point of securing approximately correct results. This arises out of the fact that the various source documents are filed in a substantial number of different places and some of these sources are incomplete calling for almost a research job on a very great number of names. For statistical purposes such a research job is deemed unwarranted.

Upon actual retirement of an individual, a research job will of course be required. However, there will be a limited number of these cases; they can be recognized months in advance of the retirement date, and the research can be conducted without undue cost.

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b. Current Data The Office of Personnel (Chief, Records and Services Division) advises that the Form 50 Personnel Action is executed for each PCS for each individual (except Contract Employees) including [redacted] and employees assigned commercial cover. The Form 50 provides for recording the effective date of an action and could be used to record the date of arrival at an overseas station. The period between departure and arrival dates should be considered as Development Complement assignment. By using the Form 50 in this manner all of the required current data would be available in the Personnel Files, including punch card files from which statistical tables may be developed as required.

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IN CLASS/ DECLASS/ CLASS CHANGE [redacted] 15 6 FEB. JUST 22
NEXT REV DATE [redacted] 1/18/58 REVIEWER 02922 TYPED DOC. 02
NO. PCS [redacted] CREATION DATE [redacted] ORG COMP [redacted] OPI 30 ORG CLASS [redacted]
REV CLASS [redacted] REV COORD. [redacted] AUTH: HR 703

3. It is recommended that the following procedures be established:

a. Historical Data

(1) A date be selected for cut off of historical data and such data be obtained from certifications of personnel presently employed

(2) The Office of Personnel prepare forms for the certificates and a form for accumulating each individual record in such manner as to make it possible for the information to be punched into electric accounting machine cards (should this be found desirable) for the automatic compilation of various statistical tables.

(3) All certificates be distributed by and returned through the employees' Headquarters administrative officers. These officers will review the certificates for accuracy of data and forward to the Office of Personnel.

b. Current Data

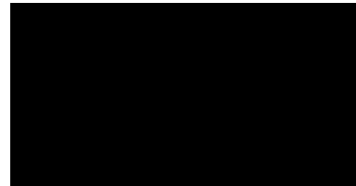
(1) Current data be obtained from procedures based upon the discussion in 2.b. above, and made effective from the cut off date of historical data.

4. The procedures outlined above may require an appropriate directive but no regulation is deemed necessary. This staff will be available to assist the Office of Personnel in developing the required forms and procedures for carrying-out the above recommendations.

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